

BYLAWS

THE SOUTH CAROLINA CONFERENCE ON THE STATUS OF WOMEN

ARTICLE I

Name

The name of this organization shall be the South Carolina Forum.

ARTICLE II

Objectives

The objectives of this organization shall be to make available a list of suitable qualified women to serve in appointed and elected positions in South Carolina by encompassing a group of sponsoring organizations who shall promote the participation of women in social and civic life; public and governmental affairs; to advocate the removal of legislation discriminating against women or men; the advancement of women in educational and other professional fields, in economic, public and governmental affairs; and in all others areas of human endeavor, without discrimination or inequalities.

ARTICLE III

Organizations with statewide membership shall be eligible to membership and may be upon request and payment of dues voted into the Forum by the Executive Committee.

ARTICLE IV

Dues

Section 1 - The organizational dues for each participating organization shall be five dollars annually payable before February 1.

Section 2 - Individual dues for members of paid organizations shall be \$1.00 and will entitle the holder to vote.

ARTICLE V

Officers and Duties

Section 1 - The elected officers of this organization shall be a President, a First Vice President, a Second Vice President, a Treasurer, a Recording Secretary and a Corresponding Secretary. The term of each office in this Forum shall be for a period of two years, beginning at the close of the annual meeting at which elected. No officer shall be eligible for a re-election to the same office for a period of one year.

Section 2 - An Historian and a Parliamentary shall be appointed by the President for a term of two years.

Section 3 - The duties of the President shall be to issue calls to all meetings, to preside at all meetings, to appoint all committees except the nominating committee, to serve ex officio on all committees exclusive of the nominating committee, and to have general supervision of the administration of the Forum.

- Section 4 - The duties of the First Vice President shall be to assist the President, to preside at meeting in the absence of the President, and become President in the case of death or resignation of the President. The First Vice President shall be officially the chairman of the program committee.
- Section 5 - The duties of the Second Vice President shall be to assist the President and in the absence of the President and the First Vice President to preside at meetings. The Second Vice President shall be officially the chairman of the membership committee.
- Section 6 - The duties of the Treasurer shall be to send out notices of dues to member organizations; to receive annual dues and any monies connected with the annual meeting or other meetings of the Forum; to disburse all funds with the approval of the President; and to submit the Forum records to a committee appointed to audit the books annually.
- Section 7 - The duties of the Recording Secretary shall be to keep all minutes of the meetings of the Forum; to be custodian of the records of the Forum; and to keep a roll of current member organizations and individual members.
- Section 8 - The duties of the Corresponding Secretary shall be to handle the correspondence of the Forum including the notices of all meetings called by the President.
- Section 9 - The Historian of the Forum shall present the History of this organization at the end of each Biennium. Copies of the History will be added to the permanent file.

ARTICLE VI

Meetings

- Section 1 - The annual meeting of the Forum and the Board shall be held on an appropriate Saturday in February each year.
- Section 2 - A special meeting may be called by the President or by a majority of the Executive Committee. The call for a special meeting shall state the business to be transacted.

ARTICLE VII

Voting

Member organizations shall appoint two representatives with voting privileges. Individual members of paid organizations who purchased a voting card for \$1.00 shall have equal voting privileges.

ARTICLE VIII

Quorum

- Section 1 - A quorum for the Executive Committee shall consist of a majority of the members of the committee.
- Section 2 - A quorum for the Board shall consist of one-third of its members.

Section 3 - A quorum for general meetings shall consist of one-fifth of its members.

ARTICLE IX

Nominations and Elections

Section 1 - The executive committee shall select a nominating committee of three from the Board. At the next annual meeting this committee shall present a slate of officers to fill the vacancies which exist and shall present it for voting. Nominations may also be made from the floor provided nominees have given prior consent to serve if elected.

Section 2 - A majority of votes cast shall constitute an election.

Section 3 - If for any reason, an office shall become vacant the Executive Committee shall fill the unexpired term by appointment.

Section 4 - The term of office in this Forum shall be for a period of two years beginning at the close of the annual meeting at which elected. No officer shall be eligible for re-election to the same office for a period of one year.

Section 5 - The president, First Vice President and Corresponding Secretary shall be elected at the annual meeting held in the odd years and the Second Vice President, Treasurer, and Recording Secretary shall be elected at the annual meeting held in the even years.

ARTICLE X

Executive Committee and Board

Section 1 - The Executive Committee shall consist of the elected officers, the parliamentarian, and the immediate past president.

Section 2 - The Board shall consist of the Executive Committee, the Founders, the President, a member at large from each member organization, and the only living founder of the South Carolina Conference on the Status of Women.

Section 3 - The Executive Committee shall administer the affairs of the Forum when the Board is not in session including approval of applications for membership; it shall recommend to the proper authorities qualified women from among those suggested for specific offices and policy making posts by the Candidate Data Committee; it shall keep a Roster of Women Qualified for Public Office and other types of leadership positions; it shall present to each new Governor in South Carolina a Roster of Women Qualified for Public Office and it shall elect a nominating committee.

Section 4 - It shall be the duty of the Board of the South Carolina Forum to transact the business of the Forum at its annual meeting or at any called meeting of the Board; to elect the officers of the Forum; and to administer the Forum.

ARTICLE XI

Committees

Section 1 - There shall be a Fact-Finding Committee composed of three members from the Board; it shall be the duty of this committee to keep the President informed about pending appointive posts. It shall also be the duty of this committee to prepare and keep revised a list of boards and commissions on which it is advisable for qualified women to serve, indicating on this list the expiration dates of the members of said boards and commissions.

Section 2 - There shall be a Candidate-Data Committee of three members from the Board whose duties shall be to keep the President informed of the names of women qualified for specific appointments; to keep the Roster of Qualified Women up-to-date.

This Roster of Qualified Women shall be revised annually. Each member organization shall drop names of members not available for service, and replace these with names of qualified women who are available, provided no member organization shall be credited with more than five names at any given time. Biographies shall be provided with names submitted.

This Roster of Qualified Women, when presented to the President, should list the names of qualified women according to boards and commissions on which they will be eligible to serve.

Section 3 - There shall be a committee on Recruitment for Elective Office. This Committee shall be composed of two chairmen and two committees of three members each, representing the lower and upper portions of South Carolina, respectively.

Section 4 - There shall be a Program Committee composed of three members from the Board including the First Vice President who shall serve as chairman. It shall be the duty of this committee, working with the President, to plan the program of the Conference.

Section 5 - There shall be a Membership Committee composed of three members from the Board including the Second Vice President who shall serve as chairman. It shall be the duty of this committee to invite statewide organizations to request membership in the Forum and to present their names to the Executive Committee for approval.

Section 6 - There shall be a Finance Committee composed of three members of the Board of Directors, including the Treasurer who shall serve as chairman. It shall be the duty of the Finance Committee to prepare a budget for submission to the Board of Directors at the annual meeting.

Section 7 - The President shall name any special committees needed and shall designate their duties.

Section 8 - The President shall be an ex officio member of all committees except the nominating committee.

ARTICLE XII

Parliamentary Authority

The implementation of these bylaws shall follow Robert's Rules of Order Newly Revised.

ARTICLE XIII -- Amendments

These bylaws may be amended at any annual meeting by two thirds vote of all voting delegates present provided that the proposed changes have been submitted in writing to the members sixty days prior to the meeting.